

## CITY CLERK (70)

### *AGENCY PLAN: STATEMENT OF PURPOSE, GOALS AND BUDGET SUMMARY*

#### STATEMENT OF PURPOSE:

The City Clerk's Office serves as the Scribe for the City Council, maintains public records, custodial duties for the corporate seal; certifies official documents, administer oaths and takes affidavits and performs all duties as provided by law and addressed in the City Charter of the City of Detroit.

#### AGENCY GOALS:

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer and provide information and request from citizens.

#### AGENCY FINANCIAL SUMMARY:

2008-09 <u>Requested</u>		2007-08 <u>Budget</u>	2008-09 <u>Recommended</u>	Increase (Decrease)
<u>\$ 3,945,666</u>	City Appropriations	<u>\$ 3,689,652</u>	<u>\$ 3,857,582</u>	<u>\$ 167,930</u>
\$ 3,945,666	Total Appropriations	\$ 3,689,652	\$ 3,857,582	\$ 167,930
\$ 3,945,666	NET TAX COST:	\$ 3,689,652	\$ 3,857,582	\$ 167,930

#### AGENCY EMPLOYEE STATISTICS:

2008-09 <u>Requested</u>		2007-08 <u>Budget</u>	04-04-08 <u>Actual</u>	2008-09 <u>Recommended</u>	Increase (Decrease)
<u>31</u>	City Positions	<u>29</u>	<u>25</u>	<u>29</u>	<u>0</u>
31	Total Positions	29	25	29	0

#### ACTIVITIES IN THIS AGENCY:

	2007-08 <u>Budget</u>	2008-09 <u>Recommended</u>	Increase (Decrease)
City Clerk Operations	<u>\$3,689,652</u>	<u>\$3,857,582</u>	<u>\$ 167,930</u>
Total Appropriations	\$3,689,652	\$3,857,582	\$ 167,930

## **CITY CLERK (70)**

### ***CITY CLERK OPERATIONS ACTIVITY INFORMATION***

#### ACTIVITY DESCRIPTION: CITY CLERK OPERATIONS

The City Clerk's duties and responsibilities, as prescribed by Charter, are to serve as the Chair of the Election Commission and perform oversight duties for the Department of Elections and general supervision for all elections that take place in the City of Detroit.

#### GOALS:

1. Carry out the directions of City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other city departments.
3. Administer specific citizens information and communications programs.

#### MAJOR INITIATIVES FOR FY 2007-08:

The City Clerk's Office major initiatives for FY 2008-09 will assist us in increasing efficiency, productivity and improve our internal organizational structure.

**The opening of the City Clerk's Office Archives and Records Management Division in Suite 1600 of Cadillac Tower** will ensure that all records and documents are maintained in an authentic and reliable manner; have integrity; and are usable regardless of the format and the media on which they are contained. Providing for instant document retrieval is not only imperative but cost efficient and enhances productivity.

The creation of the archives and records management division will allow us to:

- Enforce consistent record policies for both physical and digitize documents.
- Manage records and documents including, e-mail and digital video and audio from a single application.
- Implement a file plan with a customized folder structure.
- Collect records or documents or other materials of historical interest and value via software designed for distribution or backup.

**The implementation of an Electronic Agenda and Legislative Management System** is a major initiative for the **City Council Support Section**. This new form of document management will enhance last year's laptop initiative and also complement City Council's new Standing Committee Structure.

The implementation of this system will:

- Reduce the preparation time for Standing Committee Calendars, Formal Session Agendas, Board Books and significantly reduce copying and printing.
- Allow calendar and agenda items to be electronically submitted in a consistent format with supporting documents and reports.
- Create calendars, agendas, committee reports, and meeting minutes in a standard format.
- Permit secured public access to calendars and agendas via the City of Detroit website.

**Completing the next phase of the Codification Project** remains a major initiative. This City Charter mandates re-codification to ensure City Codes/Ordinances are in compliance with state and federal standards. This project requires several years to complete. Three years after completion, the re-codification process starts all over again.

In FY 2007-08 the committee assigned to convene and direct the work of the Codification Project completed the first phase of the project. This committee consisted of representatives from the Law Department, City Council Research and Analysis Division and the Office of the City Clerk.

The second phase will involve the committee's review of the legal manuscripts.

While the re-codification has not taken place for many years, my goal is to have a complete re-codification process completed before December 2009.

## **CITY CLERK (70)**

PLANNING FOR THE FUTURE FOR FY 2008- 09, FY 2009-10 and BEYOND:

### **Creation of Archives and Record Keeping Division**

- Conduct a records appraisal of the Archives and Records Management Division.
- Prepare a records and retention disposal schedule that is consistent with that of the State of Michigan Archives Department.
- Rebind approximately 200-300 Journal of City Council Books.
- Develop an Automated Records Management System that can be used by the public to retrieve current and historical city documents.
- Implement a document imaging system that is user friendly and provides quick and easy access to City Council proceedings and other documents.
- Develop a page on the City of Detroit website specifically for the Archives and Records Management Division.

### **Generate New Processes and Procedures to Support City Council**

- Application of a voice recognition system which would have the ability to recognize individual voices and/or words to provide automated and accurate transcription of Council meetings.
- Revise the petition database to include the petition status for easier tracking.
- Create a database for ordinances that will track ordinances from introduction to adoption.

## CITY CLERK (70)

### *CITY CLERK OPERATIONS MEASURES AND TARGETS*

Type of Performance Measure List of Measures	2005-06 Actual	2006-07 Actual	2007-08 Projection	2008-09 Target
<b>Inputs: Resources Allocated or Service Demands Made:</b>				
City Council sessions	240	210	210	42
Committee meetings	100	64	80	210
Closed sessions	57	30	25	25
Discussions held	420	530	320	325
Hearings held	375	40	400	425
City Council task force meetings	60	60	60	75
<b>Outputs: Units of Activity directed toward Goals:</b>				
Petitions processed	1,500	1,500	1,150	1,050
Ordinances processed	75	50	45	40
Dangerous building hearings	1,500	1,500	1,200	1,400
NEZ applications (Neighborhood Enterprise Zone)	750	2,500	6,000	750
<b>Activity Costs</b>	<b>\$3,896,226</b>	<b>\$3,181,328</b>	<b>\$3,689,652</b>	<b>\$3,857,582</b>

**CITY OF DETROIT**  
**City Clerk**  
**Financial Detail by Appropriation and Organization**

<b>Office Of The City Clerk</b> <b>City Clerk Operations</b>	<b>2007-08</b> <b>Redbook</b>		<b>2008-09</b> <b>Dept Final</b> <b>Request</b>		<b>2008-09</b> <b>Mayor's</b> <b>Budget Rec</b>	
	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<i>APPROPRIATION</i> <i>ORGANIZATION</i>						
00265 - City Clerk Operations						
700010 - Office Of The City Clerk	13	\$2,325,966	16	\$2,584,540	14	\$2,479,491
700030 - City Council Support Staff	16	\$1,363,686	15	\$1,361,126	15	\$1,378,091
<b>APPROPRIATION TOTAL</b>	<b>29</b>	<b>\$3,689,652</b>	<b>31</b>	<b>\$3,945,666</b>	<b>29</b>	<b>\$3,857,582</b>
<b>ACTIVITY TOTAL</b>	<b>29</b>	<b>\$3,689,652</b>	<b>31</b>	<b>\$3,945,666</b>	<b>29</b>	<b>\$3,857,582</b>

**CITY OF DETROIT**  
**Budget Development for FY 2008-2009**  
**Appropriations - Summary Objects**

	<b>2007-08 Redbook</b>	<b>2008-09 Dept Final Request</b>	<b>2008-09 Mayor's Budget Rec</b>
<b>AC0570 - City Clerk Operations</b>			
<i>A70000 - City Clerk</i>			
SALWAGESL - Salary & Wages	1,399,254	1,511,697	1,512,145
EMPBENESL - Employee Benefi	930,263	1,019,591	953,706
OPERSUPSL - Operating Supplie	40,000	55,000	40,000
OPERSVCSL - Operating Service	1,290,135	1,329,378	1,334,031
OTHEXPSSL - Other Expenses	30,000	30,000	17,700
<i>A70000 - City Clerk</i>	3,689,652	3,945,666	3,857,582
<b>AC0570 - City Clerk Operations</b>	<b>3,689,652</b>	<b>3,945,666</b>	<b>3,857,582</b>
<b>Grand Total</b>	<b>3,689,652</b>	<b>3,945,666</b>	<b>3,857,582</b>

**CITY OF DETROIT**  
**MAYOR'S 2008-2009 RECOMMENDED BUDGET**

**City Clerk**

<b>Appropriation</b>	<b>REDBOOK FY 2007</b>	<b>DEPT REQUEST</b>	<b>MAYORS FY 2008</b>
<b>Organization</b>	<b>2008 FTE</b>	<b>FY 2008 2009 FTE</b>	<b>2009 FTE</b>
<b>Classification</b>			
<b>00265 - City Clerk Operations</b>			
<b>700010 - Office Of The City Clerk</b>			
City Clerk-Election Commission	1	1	1
Deputy City Clerk	1	1	1
Manager I - City Clerk	1	1	1
Records Manager	1	1	1
Principal Clerk	2	2	2
Executive Secretary I	2	2	2
Information Technician	3	3	3
Senior Clerk	1	1	1
Citizen Info Services Clerk	1	0	0
Office Management Assistant	0	2	1
Office Assistant I - Exempted	0	1	0
Manager II - City Clerk	0	1	1
<b>Total Office Of The City Clerk</b>	<b>13</b>	<b>16</b>	<b>14</b>
<b>700030 - City Council Support Staff</b>			
Sr Asst C C Committee Clerk	2	2	2
Asst City Council Comm Clerk	10	10	10
Jr Asst City Council Comm Clk	4	3	3
<b>Total City Council Support Staff</b>	<b>16</b>	<b>15</b>	<b>15</b>
<b>Total City Clerk Operations</b>	<b>29</b>	<b>31</b>	<b>29</b>
<b>Agency Total</b>	<b>29</b>	<b>31</b>	<b>29</b>